

Teacher Education Handbook

teach21

Preparing Educators for 21st Century Learners



WINONA
STATE UNIVERSITY
College of Education

winona.edu/teachered
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All of the information contained in this handbook is subject to change as the Minnesota Board of Teaching rules change and/or the College of Education policies change. Students are encouraged to communicate regularly with their program advisor and visit the Teacher Education web site frequently at www.winona.edu/teachered/

TEACHER EDUCATION PROGRAMS

Winona State University offers a variety of programs that focus on relevant coursework and practical experiences so that every graduate can face his or her very first class as a teacher with confidence, ready to meet the challenges of education in the 21st century.

	Pre-code	Major code
College of Education		
Business Education 5-12	PBED	BEDT
Elementary Education with Early Childhood Emphasis	PELE	ELEC
Early Childhood (with Mankato; online)		EECO
Elementary Education K-6:		
Elementary Education K-6 (Winona Campus)	PELM	ELEM
Elementary Education K-6 (Rochester Campus)	-----	EERC
Elementary Education K-6 (Para to Tch – Rochester)		EEPT
Elementary Education K-6 (Austin Campus)	-----	EEAC
Elementary Education K-6 (Fon du Lac Tribal Campus)		EENT
Physical Education K-12	PPET	PET
Special Education:		
Special Education: Academic & Behavioral Strategist K-12	PSEA	SEAB
Special Education: Developmental Disabilities K-12	PSED	SEDD
Special Education: Learning Disabilities K-12	PSEL	SELD
College of Liberal Arts		
Art (Visual) Education K-12	PART	ARTT
Communication Arts and Literature 5-12	PCAL	CALT
English as a Second Language (ESL) K-12	PESL	ESLT
Music:		
Instrumental and Classroom K-12	PMTI	MSTI
Vocal and Classroom K-12	PMTV	MSTV
Social Studies 5-12	PSSH	SSHT
Spanish K-12	PSPN	SPNT
College of Nursing & Health Sciences		
Health Education 5-12	PHPT	HPST
College of Science & Engineering		
Chemistry 9-12	PCHT	CHCT
Earth Science 5-12	PESC	ESCT
Life Science 9-12	PBLS	BLST
Mathematics 5-12	PMTH	MHTT
Physics 9-12	PPHS	PHST
Endorsements (Must accompany appropriate Licensure Area)		
Bilingual/Bicultural Education Minor K-12 (Endorsement)	-----	BBED
Communication Arts and Literature Middle Level Minor 5-8 (Endorsement)	-----	MLCA
Developmental/Adapted Physical Education preK-12 (Endorsement)	-----	APE
Mathematics Middle Level Minor 5-8 (Endorsement)	-----	MLMA
Preprimary Education (Endorsement)		
Science Middle Level Minor 5-8 (Endorsement)	-----	MLSC
Social Studies Middle Level Minor 5-8 (Endorsement)		MLSO
Non-Licensure/Endorsement Programs		
Adventure Education Minor		AETE
Child Advocacy Studies "CAST" (Non-licensed)		CAST
Coaching Minor	-----	COAC
Reading Instruction Minor (Non-licensed)	-----	EDRD
Training and Development (Non-licensed) Graduate Certificate		



PROGRAM ADMISSION

It is best to understand the admission process into the Teacher Education Programs the minute that you set foot on campus. That way, you can be prepared instead of surprised. Keep in mind that admission is competitive, so you will want to go above and beyond the minimum expectations. Because the Professional Education sequence will take 4-5 semesters to complete, it is best to apply as soon as possible.

ADMISSION (ENTRANCE) CRITERIA

The following criteria must be met to be admitted into the Teacher Education Unit:

1. Choose one of the following Basic Skills Testing Options:
 - **MTLE NES National Evaluation Series: Essential Academic Skills:** Scores: ≥ 520 in Reading, ≥ 520 in Writing, and ≥ 520 in Mathematics. All three tests must be attempted with two officially passed for program admission.
 - **ACT plus Writing:** Composite score ≥ 22 with a combined English/Writing or ELA score of ≥ 21 . Students can combine ACT tests with one test meeting the combined writing score and the other test with or without the plus writing meeting the composite score.
 - **SAT:** Recently taken tests ≥ 550 Reading + Writing, ≥ 570 in Mathematics. Older Scores ≥ 510 in Reading, ≥ 510 in Writing and ≥ 520 in Mathematics.
 - **GRE:** Verbal Reasoning: ≥ 450 , Analytical Writing: ≥ 3 , Quantitative Reasoning: ≥ 540 . Taken after 8/1/2011 Verbal Reasoning: ≥ 150 , Analytical Writing: ≥ 3 , Quantitative Reasoning: ≥ 145 .

It is best to take the exams at least one semester before you are planning to apply.

2. 30 college level credits completed with no more than four credits of pass/no credit courses.
3. Cumulative G.P.A. of at least 2.75 or higher based on the 30 most recent credits. The cumulative GPA for admissions is based on a student's most recent 30 college level credits completed. The calculation includes all semester credits in any given semester needed to meet the 30 credit requirement. Students can calculate their GPAs using online tools before applying.
4. Grade of "B" or better in a 3 credit college level writing course (ENG 111 if taken at WSU).
5. Grade of "B" or better in a 3 credit college level speech course (CMST 191 or 192 if taken at WSU).
6. Grade of "C" or better in a 3 credit college level math course (MATH 100 or higher if taken at WSU). MATH 202 is required for Elementary and Early Childhood majors (MATH 115 will be accepted if it was previously completed). MATH 202 is also recommended for other teacher education majors as it was designed to help students pass the MTLE Minnesota NES Essential Academic Skills Tests.
7. Fifteen hours of clinical experience are required for admission. This requirement could be satisfied by taking WSU EDFD 100, WSU SPED 300, or another course with clinical hours totaling 15 hours. This criterion could also be met if the student has completed a comparable work or volunteer experience, following high school graduation, which involved working with children. The Early Clinical Documentation Form (PDF) can be found at

<http://www.winona.edu/teachered/resources.asp>



Transfer Students

Transfer students are encouraged to become admitted to the Teacher Education Unit before starting coursework at WSU. In addition to the criteria listed above, all transfer credits must have been accepted by WSU and be designated on the WSU Admission Degree Audit (DARS) to be considered for Teacher Education Admissions. Winona campus students email Stephaine Bohlman at sbohlman@winona.edu and Rochester or Austin students email Megan Leisen at meleisen@winona.edu to assist you with this process.

Online Application

Pre-Education Winona campus students will receive an email with the URL for the online application in the beginning of each semester from Paula O'Malley. Application deadlines are October 1st in the fall and March 1st in the spring.

If you are taking the MTLE Minnesota NES Essential Academic Skills tests to fulfill the Testing Requirement for Teacher Education Admission, then all tests must be taken and at least two of the three must be passed with official scores reported by October 1st for fall semester and March 1st for spring semester admission. Start taking the exams at least one semester before you are planning to apply.

Students must apply to the Teacher Education Program with the expected major upon graduation that matches the major listed on their Degree Audit Report (DARS).

If you have any questions about the Winona campus Teacher Education program application, email Stephanie Bohlman at sbohlman@winona.edu or email Paula O'Malley at pomalley@winona.edu.

Rochester and Austin Campus students will complete the program application during an Admission & Informational meeting. For any questions about the Rochester or Austin Elementary Education program or application instructions, email Megan Leisen at meleisen@winona.edu.

Admission Scoring

Applicants are scored on a point-system according to the admission criteria in four areas: Academics, Communication, Mathematics, and Basic Skills tests (ACT Plus Writing, SAT, or GRE and MTLE MN NES). We have included an Admission Scoring Grid for your reference (see Appendix 2).

- The Academics section is based on the GPA for the most recent 30 credits. The minimum GPA is 2.75. In this section, a student is awarded points based on their GPA. For example, if a student has a GPA of 3.15, then that student would be awarded 3.15 points out of 4 points in this section.
- The Communication section awards points based on the grades achieved in the 3 credit college writing and speech courses (ENG 111 and CMST 191). A grade of a "B" in each of these courses would earn 2 points while an "A" would earn the maximum of 3 points. For example, if a student has earned an "A" in English and a "B" in Speech, then that student would be awarded 5 out of 6 points in this section.
- The Mathematics section awards points based on the grade achieved in a 3 credit college math course (MATH 202 is required for Elementary and Early Childhood majors and recommended for all other teacher education majors although MATH 100 will still be accepted for these majors). A grade of a "C" would earn 1 point while an "A" would earn the



maximum of 3 points. If students have taken any higher math courses, an extra point will be added to their scores. For example, if a student has earned a “B” in Math 202 which is a higher math course, then their score would be 3 in this section.

- Students who pass all 3 all requirements of the basic skills testing criteria (MTLE MN NES, GRE, ACT Plus Writing or SAT) will receive a point in this section. You may also receive a point in this section if you have met the admission requirement using the ACT Plus Writing or the SAT test.

The total score that can be achieved is 15 points. The top students with the highest points are admitted each semester; these are known as Tier 1 students. Students who do not place in the top 110 scores will be put on a waiting list known as Tier 2.. If any of the students on Tier 1 drop out, then students on Tier 2 will be contacted starting with the students who have the highest scores on Tier 2.

After Admission

Students will receive an email with an invitation to attend an induction meeting regarding requirements to participate in clinical experiences. Students will be required to join EMSP (\$32) for liability insurance and complete a Comprehensive Criminal Background Check (\$50).

If a student is admitted to the Teacher Education Unit, the student must start the Professional Education Sequence courses the following semester and must graduate with the same major listed on their application.

Criminal Convictions or Charges

Please note that some types of convictions or certain charges could make it difficult to obtain a teaching license. If you have questions about this, it is best to contact Monica Rasmussen, the Teacher Ethics Specialist at the Board of Teaching. She can be reached by email monica.rasmussen@state.mn.us or phone at 651.634.2736.

Candidate & Program Data

At Winona State University, the teach21 faculty and staff believe our teacher education programs should be driven by rigorous professional standards. The teach21 Unit is committed to student success and meeting the expectations of its teacher candidates. A key aspect of student success is collecting and analyzing student data to improve program delivery, quality, and effectiveness. The teach21 Unit utilizes information from a variety of sources to obtain a valid and accurate understanding of our students and our programs.

The documents in Appendix 3 provide answers to many questions that parents, prospective students and other stakeholders may ask about our teacher preparation programs. Performance and satisfaction data are reported on students as they progress through their program, from entrance to graduation and beyond. Our data demonstrate both the effectiveness of our programs and our desire to continually improve the way we prepare teachers to meet the needs of their students.



TESTING REQUIREMENTS

One step in obtaining a Minnesota teaching license is passing the three sets of tests listed below.

1. Basic Skills Exams - CHOOSE ONE option. Research web sites for registration information, fees, study guides, etc. Students are responsible for saving their score reports for their future records!!! Basic skills requirements are determined by the MN Board of Teaching) <http://mn.gov/board-of-teaching/beaneducator/licensureexams/>
 - **MTLE NES National Evaluation Series:** Essential Academic Skills <http://www.mtle.nesinc.com/> Scores: ≥ 520 in Reading, ≥ 520 in Writing, and ≥ 520 in Mathematics (always save your score reports; list WSU as a recipient; enter “no” for portfolio; 40 days to retake; 4 weeks for official scores; do not need to turn in score reports). **All three tests must be attempted** with two officially passed for program admissions (**Student teaching requires students to meet one of the other basic skills options met or passing scores on all three NES tests**). MTLE MN NES and NES tests can be combined with MTLE basic skills passed prior to June 8, 2016.
 - **ACT plus Writing** <http://www.actstudent.org/scores/viewing-scores.html> Composite score ≥ 22 with a combined English/Writing or ELA score of ≥ 21 . **Print score report from ACT web site and submit to Gildemeister 110.** These tests can be taken or retaken at any test location listed on the web site including WSU. Students can combine ACT tests with one test meeting the combined writing score and the other test with or without the plus writing meeting the composite score.
 - **SAT** <http://sat.collegeboard.org/scores/availability> Recently taken tests ≥ 550 Reading + Writing, ≥ 570 in Mathematics. Older Scores ≥ 510 in Reading, ≥ 510 in Writing and ≥ 520 in Mathematics. **Print score report from web site. Submit to Gildemeister 110.**
 - **GRE** <http://www.ets.org/gre> Taken prior to 8/1/2011 Verbal Reasoning: ≥ 450 , Analytical Writing: ≥ 3 , Quantitative Reasoning: ≥ 540 . **Taken after 8/1/2011** Verbal Reasoning: ≥ 150 , Analytical Writing: ≥ 3 , Quantitative Reasoning: ≥ 145 .
2. The MTLE Pedagogy tests are generally taken the semester before student teaching.
3. The MTLE Content tests are generally taken the semester before student teaching.

Resources to Improve Math, Reading, and Writing Skills

1. **Free online study guides** for all 3 National Evaluation Series (NES) Essential Academic skills Tests:
Go to the NES website. Go to web site <http://www.MTLE.nesinc.com/>
Click on Tests on the top of the page.
Scroll down until you find the test you are looking for (e.g. Essential Academic Skills, Subtests 1 Reading)
Click NES Profile: Essential Academic Skills Subtest I: Reading, NES Practice, NES Prep under preparation Materials in the upper right corner box or click learn more under the appropriate option for the materials to purchase.
2. **Summer online WSU Course:** EDUC 199 “Successful Teacher Preparation” 1 credit under WSU course registration





3. **ACT plus Writing:** Free study guides on web site <http://www.actstudent.org/testprep/>
4. **Basic Skills Preparation Sandbox:** This is an open-enrollment (no charge) course on the WSU learning management system referred to as D2L. Go to your student D2L site and click "Self-Registration" at the top. Click Teacher Education Test preparation to register for the Study sessions

5. **Longsdale Publishing** - Improving Education One Student at a Time

MTLE NES On-line Course and Practice Tests

Student Instruction Sheet Winona State University

Locate the following URL with your web browser: <http://www.longsdalepub.com/MTLE/>

This URL will direct you to a Web page welcoming you to the **MTLE** Online Course and Practice Tests.

Click on the "Register NEW Account" button. You will need to register using the following information. School Number: **56885** School Key: winonast

After entering this information, the next screen to appear will require you to enter an email address and your first and last name into the spaces provided. The ID Number field is optional. When you have completed the registration process, you will be issued a user name and password. Since you will be asked to enter your user name and password each time you login, it is important that you keep a copy in a safe place. After logging into the program for the first time, we encourage you to begin with the section entitled, "Introduction to the **MTLE**." This section will introduce you to the course and offer suggestions on how to get the most out of the instruction and practice tests. The program is flexible, so after reading the introduction you can begin working through the material from the beginning covering all sections, or you can navigate to areas of specific need. 1043 Maravista Trinity, FL 34655 www.longsdalepub.com (727) 389-8026 service@longsdalepub.com

6. **Additional Resources for Reading**

- WSU Tutoring Center -2nd floor of WSU Darrell W. Krueger Library –students can sign up with Susan Gannaway for a Reading tutoring session. Tutoring web site <http://www.winona.edu/ipar/tutoringservices.asp>
- Take these reading intensive classes (ENG 220, 221, or 223)

7. **Additional Resources for Math**

- Enroll in Math 202; this course will help students prepare for the Math basic skills
- WSU Tutoring Center -2nd floor of WSU Darrell W. Krueger Library –students can sign up NES Math session on the WSU tutoring web site <http://www.winona.edu/ipar/tutoringservices.asp>
- Kahn Academy offers free help: <http://www.khanacademy.org/>
- Additional Resources for Writing
- Go to the NES web site and refer to the free study guide-Basic Skills- Writing; write an essay from the prompt; Print out the scoring "sample strong responses"; take your essay to the English Department Writing Center; ask the Writing Center Staff (<http://www.winona.edu/writingcenter/>) to critique your essay.

- Good preparation books which can be purchased through Amazon: Writing Skills: Success in 20 Minutes a Day (Learning Express); Reading Comprehension: Success in 20 Minutes a Day (Learning Express)
- Take a MOOC to help with writing & grammar skills: www.coursera.org
- Take these writing intensive English classes (ENG 210, 211, or 222)

Visit www.winona.edu/teachered/prepare.asp for a complete listing of preparation materials available to you.

Note: Appendix 1 contains the WSU MN MTLE & WI Praxis Chart. This is helpful if you are considering becoming licensed in Wisconsin and Minnesota.



SCHOLARSHIPS & GRANTS

There are several federal grants and WSU scholarships specifically for teacher education students, and students are encouraged to apply. Please refer to our website for additional questions: <http://www.winona.edu/teachered/scholarships.asp>

Foundation Scholarships

There are more than 60 WSU Foundation scholarships <http://www.winona.edu/foundation/scholarships.asp> available specifically for students who have been admitted into the Teacher Education Unit. With this many scholarships available, there is bound to be one that is right for you and your area of study. The scholarship window usually opens in February each year. Most of the scholarships are for students enrolled in our undergraduate programs, but there are some available for graduate students as well.

Academic Scholarships

Winona State offers world-class education with the tremendous value of public university cost. In addition to a variety of forms of financial aid, students may be eligible for a number of academic scholarships. All applicants are automatically evaluated for academic awards, so there is no extra paperwork to complete. Academic scholarships can be found at <http://www.winona.edu/admissions/scholarships.asp>

TEACH Grant

One grant that is available for students who choose to teach in a high demand area is the TEACH Grant: <https://studentaid.ed.gov/sa/types/grants-scholarships/teach>. The Teacher Education Assistance for College and Higher Education (TEACH) Grant program is a “grant to service” program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private school that serves students from low-income families. The Winona State University licensure areas that are currently in the highest demand in Minnesota are:

- Chemistry
- English as a Second Language (ESL)
- Mathematics
- Middle Level Science (grades 5-8)
- Physics
- Spanish
- Special Education

Teacher Loan Forgiveness Programs

There are two types of loan forgiveness programs for teachers and more specific eligibility information can be found at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher>. The Teacher Loan Forgiveness Program is intended to encourage individuals to enter and continue in the teaching profession. Under this program, if you teach full-time for five complete and consecutive academic years in certain elementary and secondary schools and educational service agencies that serve low-income families, and meet other qualifications, you may be eligible for forgiveness of up to a combined total of \$17,500 on your Direct Subsidized and Unsubsidized Loans and your Subsidized and Unsubsidized Federal Stafford Loans. If you have a loan from the Federal Perkins Loan Program you might be eligible for loan cancellation for full-time teaching at a low-income school, or for teaching in certain subject areas. You can also qualify for deferment for these qualifying teaching services. Check with the school that made your Federal Perkins Loan for more information.



RETENTION & APPEALS

Once you are admitted into the Teacher Education Program of your choice, you will focus on learning what you need to know to be the best teacher possible. Our faculty will help you actively engage in a culture of reflective practice and continuous improvement. You will learn to advocate for your students and their learning through leadership, collaboration, innovation, flexibility and critical thinking.

Academic Progress

As part of the program, you will assemble a portfolio to demonstrate in writing that you've gained the necessary skills and experience during your studies at WSU. So, it is helpful if you save all of your work from all of your classes for possible inclusion in this portfolio.

Coursework Expectations

Remember, ALL of your coursework must be completed before you can student teach, so plan carefully. In order to graduate, you must maintain a GPA of 2.75 or higher, earn a grade of "C" or better in all Professional Education Sequence coursework including all EDFD classes, HERS 204, and SPED 300 (For K-12 and 5-12 majors, this grade requirement includes EDUC 429 and EDFD 449. Each teacher education program may have additional grade requirements in their major. Austin and Rochester campus students should communicate with their academic advisors to learn which courses in their program are part of the Professional Education Sequence, satisfactorily complete the student teaching experience, and demonstrate proficiency in all competencies as outlined in the student teaching handbook.

Pass/No Credit (P/NC) Courses

Except for field experience and student teaching, you must take all courses in the major, minor, certificate and licensures on a grade-only basis. The P/NC option is available to non-majors unless otherwise noted. Courses offered on a pass/no-credit-only or grade-only basis are so designated in the course descriptions.

Repetition of Courses

The following courses cannot be repeated more than once due to withdrawal or earning a grade less than "C": all Professional Education Sequence courses including all EDFD classes, HERS 204, and SPED 300; and EDUC 429 and EDFD 449 for K-12 and 5-12 majors. Austin and Rochester campus students should communicate with their academic advisors to learn which courses in their program are part of the Professional Education Sequence.

Incomplete Grades

The grade of incomplete ("I") may be granted at the discretion of the course instructor in special cases in which, for reasons beyond your control, all course assignments were not finished although you were passing all other aspects of the course. The incomplete must be resolved by the second week of the next semester in which you enroll for any course that serves as a prerequisite for other courses.

Academic Support

If you are struggling to succeed in the Teacher Education Program, our faculty will work to support you and get you back on track so that you can achieve your goals.



Assistance Plans

If you are facing academic, personal or professional problems that affect your studies, contact your academic advisor. Your advisor can begin the process of creating a student assistance plan so you are able to finish your degree.

Appeals and Dismissal

Teacher Education Unit Appeals Procedure

Teacher education majors should use the following procedures to appeal issues related to admission or retention in the Teacher Education Program. The purpose of the teacher education appeals procedure is to guarantee all students due process rights and to protect students from bias and retaliation.

Note: A specific issue may be appealed only once.

This procedure should not be used to appeal course grades. Course grades are appealed through the University Grade Appeal Committee.

If you have concerns about admission or retention in the Teacher Education Program except for grades, first discuss it with your academic advisor. If your concerns remain unresolved, then request to meet with your major department chair to further discuss a resolution to your concern. If your concern is still unresolved, prepare your concern in writing on the Application for Appeal form. On the Winona Campus, this form may be obtained in Gildemeister 110. On the Austin and Rochester campuses, this form may be obtained in EA201 or by emailing Megan Leisen at meleisen@winona.edu

On the Winona Campus, the window for submitting admissions appeals is October 15th – November 15th in the fall and March 15th – April 15th in the spring.

Dismissal from Teacher Education

Students may be dismissed from the Teacher Education Program for any of the following reasons:

- Failure to document the fulfillment of student assistance plan commitments.
- Breach of ethical responsibilities, as stated in the Minnesota Code of Ethics for Teachers.
- Breach of ethical responsibilities, as stated in the WSU Student Code of Conduct www.winona.edu/sld/studentconductcode.asp

Note: A student dismissed for a violation will not be allowed to continue in any field experience for that semester, will be dropped from the Teacher Education Program at the end of the semester, and will not be readmitted to the major.



EXPECTATIONS OF STUDENTS

Core Belief Statement

We exist to prepare professionals to continuously improve Birth-to-Grade 12 (B-12) student learning in twenty-first century schools. Through a continuum of clinical experiences and relevant and appropriate instructional methods, WSU graduates are prepared in a community of learners with developmentally appropriate content and pedagogical expertise, and professional dispositions to improve students learning by:

Actively engaging in a culture of reflective practice and continuous improvement, demonstrating awareness of and an ability to respond to broader psychosocial and global contexts and advocating for students and their learning through leadership, collaboration, innovation, flexibility, and critical thinking.

Academics

We have high expectations for our teacher candidates. Students are expected to adhere at all times to the WSU Academic Integrity Policy. We also expect students to maintain a grade of “C” or better in all Professional Education Sequence coursework including all EDFD classes, HERS 204, and SPED 300. For K-12 and 5-12 majors, this grade requirement includes EDUC 429 and EDFD 449. Austin and Rochester campus students should communicate with their academic advisors to learn which courses in their program are part of the Professional Education Sequence.

Take the initiative to get to know your academic advisor. You can work together to draft an academic plan, declare your major and monitor your DARS report. Remember, be thoughtful in your course selections because this is your chance to take charge of your own future.

Professional Dispositions

As students move through the Teacher Education Program, they are expected to develop and internalize professional teaching dispositions. These dispositions include:

Commitment to Students and Positive Learning Environments

Teachers should seek and act on feedback, pose questions and seek answers, and gather quality evidence from multiple perspectives.

Commitment to Professionalism and Continued Growth

Teachers should create an environment that helps all students learn while modeling strong work ethic, promoting responsibility and teaching appropriate collaboration skills.

Communication and Commitment to Colleagues, Family and the Community

Teachers must communicate and collaborate with students and families, colleagues, other professionals and community stakeholders. They should also advocate for students and the profession, embracing teaching as a call to justice through political, social and professional action.

Community Engagement

A well-rounded student is involved in the university and community in ways that transcend classroom attendance and performance. The competitive teacher candidate will have a well-established record of such involvement. This might include but is not limited to WSU student clubs and local volunteer opportunities. Significant experience with diverse populations is key in developing the ability to relate to the wide variety of students with whom the teacher candidate will interact. They should be proactive in this area and take advantage of every opportunity which will allow for growth.



MN Standards of Effective Practice

According to state law, any candidate for teacher licensure in Minnesota shall show verification of completing the following standards in a teacher preparation program. These 10 standards and their 120 specific competencies reflect the National INTASC standards, and are adopted permanent rules of the Minnesota Board of Teaching. Students in WSU teacher education programs are expected to develop a pre-professional portfolio of class work, field work and life experiences demonstrating accomplishment of the standards.

Standard 1 – Subject Matter: A teacher must understand the central concepts, tools of inquiry, and structures of the disciplines taught and be able to create learning experiences that make these aspects of subject matter meaningful for students.

Standard 2 – Student Learning: A teacher must understand how children learn and develop and must provide learning opportunities that support a student's intellectual, social, and personal development.

Standard 3 – Diverse Learners: A teacher must understand how students differ in their approaches to learning and create instructional opportunities that are adapted to students with diverse backgrounds and exceptionalities.

Standard 4 – Instructional Strategies: A teacher must understand and use a variety of instructional strategies to encourage student development of critical thinking, problem solving, and performance skills.

Standard 5 – Learning Environment: A teacher must be able to use an understanding of individual and group motivation and behavior to create learning environments that encourage positive social interaction, active engagement in learning and self-motivation.

Standard 6 – Communication: A teacher must be able to use knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

Standard 7 – Planning Instruction: A teacher must be able to plan and manage instruction based upon knowledge of subject matter, students, the community, and curriculum goals.

Standard 8 – Assessment: A teacher must understand and use formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the student.

Standard 9 – Reflection and Professional Development: A teacher must be a reflective practitioner who continually evaluates the effects of choices and actions on others, including, students, parents, and other professionals in the learning community, and who actively seeks out opportunities for professional growth.

Standard 10 – Collaboration, Ethics, and Relationships: A teacher must be able to communicate and interact with parents or guardians, families, school colleagues, and the community to support students learning and well-being.



CLINICAL PRACTICE (FIELD EXPERIENCE & STUDENT TEACHING)

Clinical Practice or Field Experiences are an important aspect of all of the teacher preparation programs at WSU. Clinical practice is learning that takes place away from the college classroom in settings such as K-12 schools, preschools, and community learning environments. This dedicated partnership will enhance your knowledge, skills, and values. Professionalism is of utmost importance as students work with young people in these settings and represent WSU.

Early Clinical

Fifteen hours of clinical experience are required for admission into the Teacher Education Unit. This requirement could be satisfied by taking WSU EDFD 100, WSU SPED 300, or another course with clinical hours totaling 15 hours. This criterion could also be met if the student has completed a comparable work or volunteer experience, following high school graduation, which involved working with children. The Early Clinical Documentation Form (PDF) can be found at <http://www.winona.edu/teachered/resources.asp>.

Field Experience

An important part of teacher preparation is field experience. As an education student, you will be placed in a variety of community and school settings throughout your education at WSU. Experiences include opportunities to observe, tutor, co-teach and work side by side with experienced teachers. The Office of Clinical Practice works with faculty to provide meaningful field experiences for our students. A Field Experience Handbook is available to help students understand the requirements, expectations and policies regarding field experience, as well as outline the assignments students will be expected to complete. Background checks are required for field experience. Information about this will be provided at the time of program admission. Students will also need to purchase EMSP liability insurance before beginning their work in the classroom. The Board of Teaching requires each teacher candidate to attain 100 hours of Field Experience prior to Student Teaching.

Clinical Practice in Austin and Rochester

Austin and Rochester Campus students complete more than 60 hours of clinical practice each of the three semesters before student teaching. During each of the first two semesters, students complete 30 hours of clinical practice at Sumner Elementary in Austin or Riverside Central Elementary in Rochester and 30 hours of clinical practice in an external placement. During the third semester, students complete a full-time six week placement, 30 hours of clinical practice in an external placement, and 12 hours in an after school program. Finally, the fourth semester consists of a 10 week student teaching placement along with 20-30 additional hours in the school as part of an action research clinical practice.



STUDENT TEACHING

Student teaching is required for all teacher education programs and is done during the final semester. The student teaching experience should be a time of enjoyment and professional growth. The time, effort and dedication you bring to student teaching will yield positive results for B-12 students. During your student teaching placement, you will be completing a variety of tasks. One of these tasks is the state mandated edTPA.

Eligibility Requirements

In order to be eligible to apply for student teaching, the following criteria must be met:

- Completion of all coursework required for the teaching degree prior to student teaching
- WSU G.P.A. of 2.75 or higher in your major
- Grade of “C” or better in all Professional Education Sequence coursework including all EDFD classes, HERS 204, and SPED 300. For K-12 and 5-12 majors, this grade requirement includes EDUC 429 and EDFD 449. Each teacher education program may have additional grade requirements in their major. Austin and Rochester campus students should communicate with their academic advisors to learn which courses in their program are part of the Professional Education Sequence.
- The Basic Skills Testing Requirement must be completed in order to student teach. This includes passing all MTLE MN NES tests, obtaining an ACT Plus Writing composite score equal to or greater than 22 and a combined English/Writing score equal to or greater than 21, obtaining an SAT score equal to or greater than 510 on the Reading & Writing and a score equal to or greater than 520 on the Mathematics, OR obtaining GRE scores of equal to or greater than 150 on Verbal Reasoning, equal to or greater than 3 on Analytical Writing and equal to or greater than 145 on Quantitative Reasoning.
- Documentation of professional liability insurance
- Admission to the Teacher Education Unit
- Criminal Background Check

Applications are due November 1st for fall placement of the following year and April 1st for spring placement of the following year. These applications should be completed online and can be found at <http://www.winona.edu/teachered/studentteaching.asp>. Notify the Office of Clinical Practice by e-mailing Jane Morken at jmorken@winona.edu if your eligibility changes.

Placement Types and Areas

Each teacher education program requires at least 16 weeks of student teaching, but the number and type of placements vary.

- **Elementary Major:** one 16 week placement
- **Elementary Major (Austin and Rochester):** one 6 week placement in the fall and one 10 week placement in the spring
- **Elementary/Early Childhood:** 16 weeks total (can split between elementary and preschool)
- **Elementary Major with Middle Level Minor:** a 12 week placement with elementary and a 4-6 week placement in middle school



- **Elementary Major with Two Middle Level Minors:** three placements with 12 weeks in elementary, 4-6 weeks in first minor and 4-6 weeks in second minor
- **K-12 Majors:** one 16 week placement
- **5-12 Majors:** one 16 week placement
- **PE/Health Majors:** a 10 week placement of secondary health classroom work and a 6 week placement in elementary
- **Special Education:** a 16 week placement in each licensure area
- **Double Majors:** a 16 week placement in one major and 8-10 weeks in second major (May vary if majors are closely related such as TESOL and Spanish); Special Education doubled with any other teaching major will require two 16 week placements

Placements for spring semester will be posted late November and fall semester placements will be posted late April. Students may be placed in a variety of locations spread throughout southeastern Minnesota and Wisconsin for their student teaching experience.





DIVERSITY OPPORTUNITIES

Our teacher candidates have opportunities to interact with peers who are ethnically, racially, linguistically, socioeconomically and exceptionally diverse as well as B-12 learners in a variety of campus, community and even global settings.

Inclusion & Diversity Office

The mission of the WSU Inclusion & Diversity Office is to build an inclusive community. To that end, they organize several programs and events throughout the year for students, faculty, staff and the community.

Kids First

The students enrolled in Special Education 300 - Children and Youth with Exceptionalities class serve approximately 100 children who reside at Maplewood Townhomes in Winona. When Carol Marchant began the Kids First program six years ago, it was a small venture with the goal to increase literacy levels. Since then, the program has expanded, leaving a positive impact on the local community and university.

Kids First is a requirement for all teacher education candidates on the Winona campus; every education major has the privilege of participating in the service-learning course. This is a great time for the Winona State Education students to work one-on-one in a friendly and comfortable setting with students from different cultural backgrounds.

Rochester Campus Opportunities

The students on the Rochester campus have the opportunity to take the majority of their education classes at Riverside Elementary. Riverside is one of the most diverse schools in the Rochester Public School (RPS) district where more than 30% are students of color and more than 11% of students speak a language other than English as their first language. The WSU-Rochester students spend more than 60 hours each semester working with the students in the RPS classrooms. WSU-Rochester students also have the opportunity to work with a diverse group of RPS students over the summer as they design and deliver lessons at STEM Camp under the direction of WSU-R faculty.

St. Paul Urban Immersion Experience

The Foundations of Education course 308 - Human Relations and Student Diversity is available each May as the St. Paul Urban Immersion experience. While spending a full week in St. Paul, teacher education students have the opportunity to learn and apply multicultural education theory & practices in real urban school settings.

Students will acquire knowledge of said theory through assigned readings, group discussions, and educational seminars led by WSU faculty and cultural consultants from the St. Paul community. This community and the accompanying school district offer pre-service teachers rich, experiential learning settings in which they will both observe and interact with licensed teachers, students, and community members who may differ by ethnicity, race, language, religion, sexual orientation, socioeconomic status and family structures.

Student Clubs & Organizations

Winona State University offers more than 180 student clubs and organizations with a wide range



of purposes and interests from academic clubs to honor societies to sports clubs. There are also many cultural clubs that represent the voices of our diverse student body. Clubs are a great way to meet new people and hear different viewpoints and students are encouraged to join clubs that interest them.

Travel Study & Study Abroad

Travel study and Study Abroad programs are designed to encourage students to engage in critical thinking, experience first-hand the value systems and diverse lifestyles of other cultures, and participate in meaningful service learning projects. Oftentimes interdisciplinary, these programs enhance student global and cultural awareness through constant engagement and reflection.

These programs utilize the unique characteristics of an international location to extend learning to the world beyond classrooms in short-term courses taught by WSU faculty. The courses are designed by WSU faculty, who accompany a group of students abroad. Since travel study courses are usually held during summer or winter breaks, they do not conflict with students' regular class schedules. Most programs satisfy a University Studies or General Education requirement and/or count towards a particular major or minor.

Benefits of International Experience

- To attain global competencies
- To develop intellectual growth
- To acquire career skills needed to compete in the 21st century global job market
- To earn academic credits towards graduation
- To understand cultures and ways of life of people from different parts of the world
- To explore and compare knowledge, beliefs, and values of different cultures
- To learn a second language
- To relate classroom learning to real world experiences
- To engage in exercises involving critical analysis, reflection, and transfer of knowledge
- To balance academic course work and travel experiences

Multicultural Education Certificate Program

Demographic differences (e.g., ethnic, racial, socioeconomic, gender, sexuality, religious, linguistic, and physical/cognitive) characterize members of our social and professional communities. Winona State University's Multicultural Education Certificate Program (MECP) is designed to prepare professionals to work more effectively with diverse clientele within their respective education, health, law enforcement, social service, faith, non-profit, arts, military, business and industry sectors throughout Southeast Minnesota. This certificate program provides participants with the opportunity to both analyze their own cultural experiences and work more closely with both clientele and their communities to examine how services can be provided in a more equitable manner. The MECP is accepting applications NOW for Fall 2016. See more information and application procedures at <http://www.winona.edu/rochester/multicultural-education-certificate.asp>



PROGRAM COMPLETION

The thorough progress of program completion ensures that WSU graduates are prepared in a community of learners with developmentally appropriate content and pedagogical expertise, and professional dispositions to improve students learning by : (1) actively engaging in a culture of reflective practice and continuous improvement (2) demonstrating awareness of and an ability to respond to broader psychosocial and global contexts; and (3) advocating for students and their learning through leadership, collaboration, innovation, flexibility, and critical thinking.

ELIGIBILITY REQUIREMENTS TO STUDENT TEACH

1. Admittance to teacher/professional education.
2. Completion of all coursework required for the teaching degree prior to student teaching.
3. Cumulative GPA of 2.75/4.0 or higher in education major.
4. Earn a grade of “C” or better in all Professional Education Sequence coursework including all EDFD classes, HERS 204, and SPED 300. For K-12 and 5-12 majors, this grade requirement includes EDUC 429 and EDFD 449. Each teacher education program may have additional grade requirements in their major. Austin and Rochester campus students should communicate with their academic advisors to learn which courses in their program are part of the Professional Education Sequence.
5. Completion of formal application materials one year in advance of student teaching semester.
6. Documentation of professional liability insurance.
7. Criminal Background Check.
8. The Basic Skills Testing Requirement must be completed in order to student teach. This includes passing all MTLE MN NES tests, obtaining an ACT Plus Writing composite score equal to or greater than 22 and a combined English/Writing score equal to or greater than 21, obtaining an SAT score equal to or greater than 510 on the Reading & Writing and a score equal to or greater than 520 on the Mathematics, OR obtaining GRE scores of equal to or greater than 150 on Verbal Reasoning, equal to or greater than 3 on Analytical Writing and equal to or greater than 145 on Quantitative Reasoning.

GRADUATION (EXIT) CRITERIA

1. WSU GPA of 2.75/4.0 or higher in education major.
2. Earn a grade of “C” or better in all Professional Education Sequence coursework including all EDFD classes, HERS 204, and SPED 300. For K-12 and 5-12 majors, this grade requirement includes EDUC 429 and EDFD 449. Each teacher education program may have additional grade requirements in their major. Austin and Rochester campus students should communicate with their academic advisors to learn which courses in their program are part of the Professional Education Sequence.
3. Satisfactory completion of the student teaching experience and all degree requirements completed.



Graduation (Exit) Criteria *continued...*

4. Demonstration of competencies outlined in the student teaching syllabus.
5. Completion of the edTPA (Teacher Performance Assessment).

CERTIFICATION AND LICENSURE REQUIREMENTS

1. Passing scores on all MTLE MN NES tests, an ACT Plus Writing composite score equal to or greater than 22 and a combined English/Writing score equal to or greater than 21, OR an SAT score equal to or greater than 510 on the Reading & Writing and a score equal to or greater than 520 on the Mathematics.
2. Passing scores on the MTLE Pedagogy and Content tests.
3. WSU GPA of 2.75/4.0 or higher in education major.
4. Completion of Minnesota Department of Education licensure application.
5. Completion of Minnesota Department of Education background check.

Teacher Performance Assessment (edTPA)

Amid concern about the state of the American education system, Minnesota has become a leader in the nationwide effort to ensure that newly graduating teachers will be successful in the classroom and help all students learn. In 2009, Minnesota partnered with Stanford University and the American Association of Colleges for Teacher Education to develop the edTPA, a process that assesses whether teacher candidates are prepared to enter the classroom and teach effectively.

The edTPA requires candidates to use teaching materials (e.g. lesson plans, assignments, video and classroom assessments of learning) to evaluate their teaching and student learning. The edTPA also provides research-based expectations about what should be expected of teacher candidates in planning for instruction, delivering instruction, assessing learning, analyzing the impact of their teaching and supporting students' academic language development.

The edTPA assessment was implemented as the statewide performance assessment tool to meet Minnesota accreditation requirements in 2011. The edTPA has been used nationally since the 2011-2012 school year and has demonstrated that it is a valid assessment tool that can be reliably scored.

WSU education students will complete the edTPA during the semester when they are student teaching. The cost of the edTPA is \$270. Because the process includes videotaping along with writing, students have the opportunity to grow through feedback and reflection. This is a valuable part of the curriculum at WSU.

Students receiving a cut score of 47 and above will be awarded a 'Certificate of Distinction' prepared by the Office of Clinical Practice, in conjunction with the Unit Assessment and Data Management Coordinator that would be placed in their folders on Professional Day. Students receiving 2 or more ONES on any rubric on the edTPA will be flagged and their names will be sent to their department contact. These students will fill out a form indicating reasons that led to their scores. The form will be submitted to the advisor and the Office of Clinical Practice. All steps must be completed prior to receiving a grade for student teaching.





CERTIFICATION FOR LICENSURE

When the required exams are passed, your coursework at WSU is completed with a GPA of 2.75 or higher in your education major, and you have begun your student teaching, it is time to think about obtaining a Minnesota teaching license.

The licensure application process can take a while, so it is best not to procrastinate. Current students can start the online process two weeks prior to graduation if they have passed all required exams. Refer to the table that lists the tests required for each WSU Teacher Education Program (Appendix 1) to ensure that you have taken and passed all of the required Basic Skills, Pedagogy, and Content exams. Many districts will not consider you for employment unless you have a license in hand. Keep in mind that even if you plan to teach in a state other than Minnesota, the first step is always to get a Minnesota license. Then, you can research the steps to obtaining an out-of-state license if that is something that you would like to do.

Before you apply for your MN License

Please read and understand the following information below prior to applying online. You will not be able to send your application to the WSU Certification Officer until you have applied online and printed the appropriate documents. There is more detailed information on our web site www.winona.edu/teachered/licensure.asp about this process.

Applying for a MN License

Detailed information can be found at www.winona.edu/teachered/licensure.asp

Print the application cover sheet after completing the online application and attach it as the first page of your paper application packet. The cover sheet contains the process number and information that identifies your documents.

Minnesota state law requires that all candidates applying for initial licensure be fingerprinted for a national criminal background check. This background check is for state use only.

The fingerprinting must be done at a law enforcement agency in black ink on a card supplied by Educator Licensing. You may be charged a separate fee for the actual fingerprinting. Provide all required personal information, but do not make other marks or highlighting on the card. Do not bend or fold the card.

Note: Do not mail your fingerprint card to the WSU Certification Officer.

Winona State University graduates do not need to send any of their official transcripts to the MN Department of Education. Only candidates who did not graduate from a MN Teacher Preparation institution need to send official transcripts to the MN Department of Education.

This process usually takes 3 to 8 weeks after graduation for students to actually have any type of license (including a substitute teaching license). Recent graduates will not receive the signed

paperwork from the WSU verification office until 2-3 weeks after graduation. After you have applied online, you can print the Licensure Program Verification form by clicking the link "Verification of licensure program at Winona State University [the form is on the MDE web site: ED # 02414] located at the bottom of the application cover page that will appear once you have completed your online application.



Mail the cover page and the ED #02414 forms to:

Paula O'Malley
Winona State University, GILDE 105
Teacher Education Certification/Admissions Director
PO Box 5838
Winona, MN 55987

Full-time Limited License

If you have completed a Minnesota approved teacher preparation program and attempted to take all exams required for a Minnesota License but did not pass one or more of the required tests, then you may want apply for a Full-time Limited License. The first step is to complete the online application (available on the MDE web site). Then submit the required documents to the Educator Licensing Office in the Minnesota Department of Education:

- Complete fingerprint card
- Official transcripts

Note: Even though the checklist will ask for the verification form, the district verification form is not needed for the 2015-2016 school year per a Minnesota Board of Teaching resolution.

*MTLE results can be verified through a secure website and do not need to be sent in with the application. If you completed Praxis testing before 9/1/2010 you will need to submit a copy of your scores. If you have the original PDF electronic score reports from Praxis, then you can email this file to mde.scorereports@state.mn.us and include your process number from the completed online application in your email. Alternatively, you can mail the original score sheet with the application materials. Your original score sheet will be returned to you. You can also email Paula O'Malley at pomalley@winona.edu for a letter to verify your scores (list limited license in the email subject line).

A full-time limited application is issued per school year and can be submitted for the upcoming school year after July 1. A full-time limited license is valid from the date issued until the next June 30. An application received prior to July 1 would be valid until June 30 of the same year and candidates would need to apply again after July 1 for a full-time limited license for the 2014-2015 academic year.

An application received prior to July 1 would be valid until June 30 of the same year and candidates would need to apply again after July 1 for a full-time limited license for the 2015-2016 academic year.

Substitute License in MN

This license is available to applicants who have completed a teacher licensure program but do not qualify for a regular full-time teaching license. WSU students should wait to order an official transcript until their degree is posted which is approximately two weeks after graduation. This process usually takes 3 to 8 weeks after graduation for students to actually have any type of license (including a substitute teaching license).

Out-of-State License

If you are interested in also becoming licensed in another state, you will need to check the requirements for that state as each state is a bit different. Here is some information about licensure



in states surrounding Minnesota. We have some specific information on our web site for students interested in obtaining a license in Illinois, Iowa, or Wisconsin www.winona.edu/teachered/out-of-state.asp. Wisconsin requires Elementary with a Middle Level minor (1-8) or Early Childhood (B-6th); IL requires Elementary with a Middle Level minor. Middle Level Minors are CAL, Mathematics, Science, or Social Studies.

Have a MN License (Limited, Substitute Teaching, Restricted, etc.)

Most teacher candidates are first time applicants for a Minnesota teaching license. However, if you already have a Minnesota license on file, you will want to get an add-on license. To apply, complete the Add-On Licensure Form (available on the MDE web site) and mail the first three pages to:

Paula O'Malley, Teacher Education Certification/Admissions Director
Winona State University, GILDE 105
PO Box 5838 Winona, MN 55987

You do not need to resubmit your fingerprint card or official transcripts if your teacher preparation program was completed through a Minnesota university or college.

When you receive the endorsement page back from Paula O'Malley, you can send it with your check of \$62.70 and the rest of the application form to:

Educator Licensing Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113-4266

Add-on, Restricted, and/or Variance License

For inquiries about licensing regarding add-on, restricted, and/or a variance, please complete the form on this LINK: https://winona.az1.qualtrics.com/SE/?SID=SV_9H7zKIXebJoZRvD and email your unofficial transcripts to pomalley@winona.edu. After this form is completed the WSU Certification for Licensure Committee will review transcripts and provide feedback to candidate inquiries regarding requirements needed to attain a permanent MN license in the appropriate content and scope of the license. Feedback regarding these inquiries can take up to two weeks. Committee Members include the WSU Teacher Education Admissions/Certification Director, the Clinical Practice Director, and the Assessment Center Director/EDFD Faculty Member and Content area Department Chair or Faculty Member.

Renewing your MN License

The renewal of your Minnesota license will require completion of 125 clock hours or 8 college credits verified by a Minnesota local continuing education committee. It is in your best interest to learn about the Minnesota License Renewal criteria by visiting the MDE web site as soon as you obtain your license.

If you have been or are currently employed by a Minnesota district, you must call the school district office and ask to set up an appointment with the continuing education committee to see what course work you need for renewal. If you have never been employed in a Minnesota district and your license has lapsed, you may call the school district of your residency and ask to make an appointment with their Continuing Education Committee for licensing renewal.

Any questions should be sent to mde.educator-licensing@state.mn.us or pomalley@winona.edu



CAREER TIPS & RESOURCES

The faculty and staff in the College of Education at WSU are committed to meeting the needs of our students as they work towards their careers. We want to provide all the information necessary to help students be competitive in the job market. Historically, WSU's placement rate has been excellent. Our graduates have experienced great success in the job search and are highly regarded in districts throughout Minnesota, Wisconsin and beyond.

The Bureau of Labor Statistics is a valuable resource to learn more about the job outlook and salary for high school teachers and elementary teachers in the United States.

High Demand Areas

High demand areas are those licensure areas that school districts are most in need of teachers to hire. This is often because there are fewer people entering these areas of teaching and, thus, there are fewer job applicants. The Winona State University licensure areas that are currently in the highest demand in Minnesota are:

Chemistry, English as a Second Language (ESL), Mathematics, Middle Level Science (grades 5-8), Physics, Spanish, and Special Education. Other areas that have been considered to be in high demand in the past include Business Education, Life Science and Earth Science.

If you choose to enter one of the above listed areas, you might want to consider applying for the TEACH grant and the federal loan forgiveness program. These are both federal programs in which WSU participates.

Make Yourself Marketable

If you are interested in a licensure area (like Elementary Education, for example) that is not one of the high demand areas, there are still ways to make yourself more marketable. Here are a few ideas:

- Add a Mathematics or Science Middle Level minor to your licensure area
- Add a Spanish major or minor
- Add a Special Education major
- Add an English as a Second Language licensure area
- Consider participating in a travel study program while at WSU

Employment After Graduation

If you are seeking a teaching job in the state of Minnesota, the Education Minnesota and MSC Employment Network websites are good starting points.

If you are seeking a teaching job in Wisconsin, visit the Wisconsin Job Seeker website. This jobs database has listings from around the state that can be filtered by category, job type, and region.

For additional resources, WSU's Career Services can also provide assistance in searching for a job, writing a resume and preparing for interviews.



COLLEGE OF EDUCATION GRADUATE PROGRAMS

WSU offers the following options for students interested in pursuing graduate degrees.

Counselor Education Department

- Addictions Counseling Certificate
- MS – Clinical Mental Health Counseling
- MS – Professional Development
- MS – School Counseling

Dr. Mary Fawcett, Department Chair
mfawcett@winona.edu

Nadia Miranda, Office Manager
nmiranda@winona.edu or 507.457.5335

Leadership Education Department

- EdS – K–12 Principal
- EdS – Superintendency
- MS – Organizational Leadership
- MS – Professional Leadership Studies
- MS – Teacher & School Leadership
- MS – Recreation Leadership (with RTTR)
- MS – Sport Management (with PESS)

Dr. Theresa Waterbury, Department Chair
twaterbury@winona.edu or 507.457.5607

Nadia Miranda, Office Manager
nmiranda@winona.edu or 507.457.5335

Education Studies Department

- Training & Development Certificate
(Business Education)

Dr. Dana Brigson
dbrigson@winona.edu or 507.457.5197

Sandy Hunter, Office Manager
shunter@winona.edu or 507.457.5360

Rochester Education Department

- MS – Graduate Induction
Program (Elementary Education)
- Teacher Preparation Collaborative
(Secondary Licensure Program)

Dr. Wendy Shannon, Department Chair
WSShannon@winona.edu or 507.328.4366

Sue Parks, Administrative Assistant
sparks@winona.edu or 507.285.7488

Special Education Department

- MS – Academic & Behavioral Specialist
- MS – Developmental Disabilities
- MS – Learning Disabilities

Dr. Jeanne Danneker
jedanneker@winona.edu or 507.457.5535

Deb Ferguson, Office Manager
dferguson@winona.edu or 507.457.5366



Testing Requirements for Teaching License

Note: MTLE **Save your own score reports!!!**; list WSU as a recipient; enter “no” for portfolio; 40 days to retake; 4 weeks for official scores; do not need to turn in score reports).

1. **Basic Skills** (choose one option) are determined by the MN Board of Teaching: <http://mn.gov/board-of-teaching/beaneducator/licensureexams/>

We recommend these two options: Take MTLE Essential Academic Skills: Scores: ≥520 in Reading, ≥520 in Writing, and ≥520 in Mathematics <https://www.mtle.nesinc.com/> or Take ACT plus Writing and receive a composite score ≥22 with a ELA/ combined Writing) score ≥ 21 <http://www.actstudent.org/scores/viewing-scores.html> Can combine more than one ACT tests if one score report has the correct composite score and the other score report has the correct ELA/ combined Writing. Print a hard copy ACT (web site) and drop off to **Gildemeister 110**

2. **MTLE Pedagogy Exams (all subtests)**; Choose one pedagogy exam (2 Subtests) according to the chart listed below.

3. **MTLE Content tests (all subtests)**; Select the appropriate Content exam aligned with your teaching program(s) listed below (some students may have multiple content exams).

MN License will be changing structure: Refer to this web site for more information <https://educationminnesota.org/resources.aspx#credentials-licensure>

Illinois License: refer to this link http://www.isbe.net/licensure/html/out_of_state.htm need MN license to apply for IL provisional license.

Iowa License: refer to this link http://www.boee.iowa.gov/how_do_i/become_a_teacher.html need a MN license to apply for Iowa license.

Wisconsin License: refer to this link <http://tepd.dpi.wi.gov/licensing/out-of-state-applicants> need passing scores on all MN required tests; and ELEC, ELEM, and SPED majors also need to pass the Foundations of Reading exam www.wi.nesinc.com . WI requires Elementary majors to have Early Childhood (K-6th grades) or a Middle Level Content Minor (1st -8th grades Math, Communication, Arts, and Literature, Science, or Social Studies) **UPDATED – 2/14/19 pomalley**

Teaching Program	Basic Skills	MTLE Content Exams	MTLE Pedagogy Exams	WI License: ELEC, ELEM, and SPED majors also need to pass the Foundations of Reading exam
Art Education	MTLE-NES, ACT + Writ., SAT, or GRE	Visual Arts (all subtests); WI-ETS 0134	Choose 1 Pedagogy: K-6 or 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Business Education	MTLE-NES, ACT + Writ., SAT, or GRE	Business Education (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Communication Arts & Literature	MTLE-NES, ACT + Writ., SAT, or GRE	Communication Arts & Literature (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Elementary K-6 w/Early Childhood	MTLE-NES, ACT + Writ., SAT, or GRE	Early Childhood & Elementary Education (all subtests under both tests)	Choose 1 Pedagogy: B-3 or K-6 (all subtests)	and Foundations of Reading exam www.wi.nesinc.com ; Need EdTPA score of 38 or higher
Elementary K-6	MTLE-NES, ACT + Writ., SAT, or GRE	Elementary Education (all subtests)	Pedagogy: K-6 (all subtests)	Foundations of Reading exam www.wi.nesinc.com ; Need EdTPA score of 38 or higher
ML Comm., Arts, Lit.	MTLE-NES, ACT + Writ., SAT, or GRE	Middle Level Comm., Arts, & Literature (all subtests)	No pedagogy	Pass all MN required tests; Need EdTPA score of 38 or higher.
ML Mathematics	MTLE-NES, ACT + Writ., SAT, or GRE	Middle Level Mathematics (all subtests)	No pedagogy	Pass all MN required tests; Need EdTPA score of 38 or higher.
ML Science	MTLE-NES, ACT + Writ., SAT, or GRE	Middle Level Science (all subtests)	No pedagogy	Pass all MN required tests; Need EdTPA score of 38 or higher.
ML Social Studies	MTLE-NES, ACT + Writ., SAT, or GRE	Middle Level Social Studies (all subtests)	No pedagogy	Pass all MN required tests; Need EdTPA score of 38 or higher.

Teaching Program	Basic Skills	MTLE Content Exams	MTLE Pedagogy Exams	WI License: ELEC, ELEM, and SPED majors also need to pass the Foundations of Reading exam
English as a Second Lang.	MTLE-NES, ACT + Writ., SAT, or GRE	English as a Second Language (all subtests)	Choose 1 Pedagogy: K-6 or 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Health Education	MTLE-NES, ACT + Writ., SAT, or GRE	Health Education (all subtests)	Choose 1 Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Mathematics	MTLE-NES, ACT + Writ., SAT, or GRE	Mathematics (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Music-Instrumental	MTLE-NES, ACT + Writ., SAT, or GRE	Instrumental Classroom Music (all subtests)	Choose 1 Pedagogy:K-6 or 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Music-Vocal	MTLE-NES, ACT + Writ., SAT, or GRE	Vocal Classroom Music (all subtests)	Choose 1 Pedagogy:K-6 or 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Physical Education	MTLE-NES, ACT + Writ., SAT, or GRE	Physical Education (all subtests)	Choose 1 Pedagogy:K-6 or 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
DAPE (PE)	MTLE-NES, ACT + Writ., SAT, or GRE	Special Education Core Skills (all subtests)	No pedagogy	Pass all MN required tests; Need EdTPA score of 38 or higher.
Science: Biology	MTLE-NES, ACT + Writ., SAT, or GRE	Life Science (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Science: Chemistry	MTLE-NES, ACT + Writ., SAT, or GRE	Chemistry (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Science: Chem; Physics	MTLE-NES, ACT + Writ., SAT, or GRE	Chemistry (all subtests), and Physics (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Science: Earth & ML Science	MTLE-NES, ACT + Writ., SAT, or GRE	Earth & Space Science & Middle Level Science (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Science: Physics	MTLE-NES, ACT + Writ., SAT, or GRE	Physics (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Social Studies	MTLE-NES, ACT + Writ., SAT, or GRE	Social Studies (all subtests)	Pedagogy: 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Spanish	MTLE-NES, ACT + Writ., SAT, or GRE	World Language & Culture-Spanish (all subtests)	Choose 1 Pedagogy:K-6 or 5-12 (all subtests)	Pass all MN required tests; Need EdTPA score of 38 or higher.
Spec. Ed. DD or LD or ABS	MTLE-NES, ACT + Writ., SAT, or GRE	Special Education Core Skills (all subtests)	Choose 1 Pedagogy:K-6 or 5-12 (all subtests)	Foundations of Reading exam www.wi.nesinc.com ; Need EdTPA score of 38 or higher

APPENDIX 2: PROFESSIONAL EDUCATION STUDIES — ADMISSIONS RUBRIC

This grid is provided to show how each student is scored according to the admission criteria. The top students (highest points) are admitted each semester (110 students are admitted each semester). Criteria are subject to change in any given semester.

I. ACADEMICS

Higher Education GPA	2.75				4.00	Max 4.00
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Note: All students will be considered under their last 30 most recent credits completed (including all credits in any given semester totaling 30 or more credits). The calculation of the last 30 most recent credit must be a minimum GPA of 2.75.

II. COMMUNICATION

3 cr Writing (ENG 111)		2 3.0	3 4.0			3
3 cr Speech (CMST 191 or 192)		2 3.0	3 4.0			3

III. MATHEMATICS

3 cr Math (Math 100 or higher)	1 2.0	2 3.0	3 4.0			3
Higher Math	1					1

IV. BASIC SKILLS EXAMS:

MTLE MN NES scores ≥ 520 in Reading, ≥ 520 in Writing, and ≥ 520 in Mathematics or have met the ACT or SAT required scores (ACT Plus Writing Exam composite score of ≥ 22 and combined English/Writing/ELA score of ≥ 21 or have SAT New tests score of ≥ 550 Reading + Writing, ≥ 570 in Mathematics. GRE taken prior to 8/1/2011 Verbal Reasoning: ≥ 450 , Analytical Writing: ≥ 3 , Quantitative Reasoning: ≥ 540 . Taken after 8/1/2011 Verbal Reasoning: ≥ 150 , Analytical Writing: ≥ 3 , Quantitative Reasoning: ≥ 145

Passed three BS Exams or Met ACT, GRE or SAT requirement						1
Total Points						15.00

Note: Students must have all MTLE MN NES tests passed or have met the ACT, SAT, or GRE requirement listed above to be eligible for student teaching.

Tier 2: Students who do not make it on the Tier 1 (top 110 scores) list will be put on a waiting list--if any of the students on Tier 1 drop out, then students on Tier 2 will be contacted starting with the students who have the highest scores on Tier 2.

APPENDIX 3: CANDIDATE AND PROGRAM DATA

(Updated 7/12/2018)

Candidate and Program Data

Initial Licensure Programs at WSU

		Academic Year 2013-14	Academic Year 2014-15	Academic Year 2015-16	Academic Year 2016-17
	Number of new entering first-year students	224	226	267	229
First-Year Students at Entrance to WSU	Avg. high school GPA	3.31	3.33	3.36	3.33
	Avg. ACT score	23	23	23	23
Students at Admission to Program	Number of students admitted to teacher education degree programs	250+	250+	250+	250+
	Avg. WSU cumulative GPA at admission	3.45	3.44	3.44	3.55
	Graduating students (i.e., teaching degrees granted)	273	241	190	263
Graduates of Teacher Education Programs	Avg. WSU cumulative GPA of graduating students	3.54	3.57	3.61	3.64
	Percent of responding graduates employed in a related field within approx. one year	83%	78%	80%	--*

Notes

1. Data for "First-Year Students at Entrance to WSU" excludes Teacher Preparation Program (TPC), but includes all other initial-licensure programs.
2. Data for "Students at Admission to Program" includes those who were officially accepted into a teacher preparation program and started coursework as majors.
3. Employment data comes from Graduate Follow-up Report, and response rates are historically above 80%. *Data collection for 2016-17 academic year is currently ongoing.
4. Academic year is based on "Award Year" in ISRS language; First-Year student data is based on fall enrollment period per typical WSU reporting.
5. Average GPA of graduates includes only undergraduate coursework, and subsequently excludes TPC candidates.

APPENDIX 3: CANDIDATE AND PROGRAM DATA (CONTINUED)

(Updated 6/19/15)

What sort of people study teacher education at WSU? ¹

- 70.1% of respondents were female; 29.9% of respondents were male.
- 38.6% of respondents attended another college or university prior to coming to WSU.
- 65.6% of respondents were born in MN, and 17.8% of respondents were born in WI.

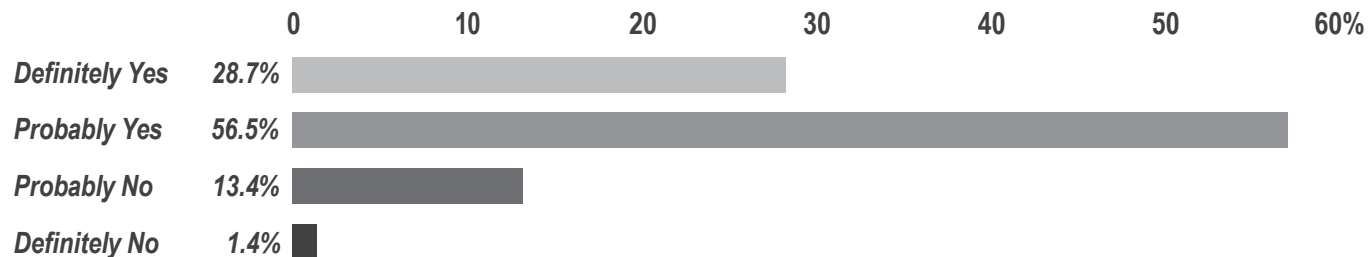
What motivated recently admitted candidates to become interested in the teaching profession? ¹

- 99.6% of respondents were interested in making society better by working with children/young adults.
- 97.9% of respondents were interested in children, their growth, development, and well-being.
- 92.1% of respondents were interested in teaching/pedagogy (the art and science of presenting knowledge).

What do recent program completers have to say about their program? ²

- 94.5% of respondents were satisfied/very satisfied with their student teaching placement site.
- 87.4% of respondents were satisfied/very satisfied with the advising they received on content course requirements.
- 84.2% of respondents were satisfied/very satisfied with the quality of instruction in their teacher preparation courses.
- 85.2% of respondents would probably or definitely recommend their program to other prospective teachers (see below).
- WSU teacher education faculty and staff are working hard to continue to improve areas which received slightly lower satisfaction, including: integration of technology, coherence between coursework and field experience, quality of pre-student teaching field experiences, balance between theory and practice in courses, and advising on professional education program requirements.

Would program completers recommend their teacher preparation program to other prospective teachers? ²



¹Based on the College of Education Entry Survey given to candidates who were officially accepted into teacher education and started coursework in the program as majors. Response rate of 100%. Total number of respondents was 241 candidates beginning their program in spring, summer, and fall 2014.

²Based on the College of Education Exit Survey given to candidates on Professional Day who are just about to graduate from a teacher education program at WSU. Response rate of 90%. Total number of respondents was 217 candidates graduating in fall 2014, spring 2015, and summer 2015.

APPENDIX 4: TEACHER EDUCATION EXPENSE TABLE

This table is meant to give you an idea of the additional expenses (beyond tuition & books) involved in the Teacher Education Programs and licensure. This is not meant to be exhaustive, and these figures could change at any time without notice. Test preparation materials are not included. This information is provided so that you can budget accordingly.

Itemized Expenses	Total Expenses
Basic Skills Testing Requirements Only one of these options has to be completed. MTLE MN NES: Prior to admission to the Teacher Education Unit, you must complete the MTLE MN NES tests. One subtest \$50 Two subtests \$75 Three subtests \$100 ACT Plus Writing SAT GRE	\$100 \$58.50 \$54.50 \$100
Background Checks: (3 Total)	\$100
Liability Insurance: (\$32 each year)	\$128
Task Stream: \$126/6 years, required for the edTPA	\$126
MTLE Pedagogy and Content Area: Prior to applying for licensure in MN, you must pass this series of tests. Pedagogy \$35 per subtest (2 subtests) Content Area \$35 per subtest (2-3 subtests) There is also an additional registration fee of \$50 that is paid once per test program year. The program year runs 9/1-8/31.	\$225
Licensure: The state of MN charges this fee to process the paperwork for teacher licensure candidates.	\$99.15
edTPA	\$270
Grand Total	\$1,002.65 – \$1,108.15